

## Message Text

UNCLASSIFIED

PAGE 01 DAMASC 01727 231214Z

53

ACTION PER-03

INFO OCT-01 NEA-10 ISO-00 A-01 /015 W

----- 035437

R 121330Z MAY 75

FM AMEMBASSY DAMASCUS

TO SECSTATE WASHDC 3413

UNCLAS DAMASCUS 1727

E.O. 11652: N/A

TAGS: APER, SY

SUBJ: IMPLEMENTATION OF SECRETARIAL TASK FORCE  
RECOMMENDATIONS

REF: A-2949, 2950, 2951, 2956, 2957, 2958

1. RECOMMENDATION NO. 24:

ALL SECRETARIES AT POST ARE AWARE OF NAME AND LOCATION  
OF ADMINISTRATIVE COUNSELOR (ACTS ALSO AS PERSONNEL OFFICER).  
HE WILL MAKE EFFORT TO PLAY A SIGNIFICANT ROLE WITH REGARD  
TO THE CAREERS OF SECRETARIES.

2. RECOMMENDATION NO. 26:

POST HAS IMPLEMENTED SPONSOR SYSTEM FOR WELCOMING  
ALL NEW ARRIVALS, INCLUDING SECRETARIES. THIS INCLUDES  
DESIGNATING A SPONSOR, MEETING UPON ARRIVAL, HELPING LOCATE  
HOUSING, HSHOPPING FACILITIES, ETC. ALL SUPERVISORS ARE  
PRESENTLY BRIEFING NEW SECRETARIES ON REQUIREMENTS OF THEIR  
POSITIONS.

3. RECOMMENDATION NO. 31:

ADMINISTRATIVE COUNSELOR IS MAKING EVERY EFFORT  
TO PROVIDE PERSONNEL COUNSELING AT THE POST.

4. RECOMMENDATION NO. 33:

UNCLASSIFIED

UNCLASSIFIED

PAGE 02 DAMASC 01727 231214Z

SINCE ARRIVAL OF THE AMBASSADOR IN AUGUST 1974,

AT LEAST ONE SECRETARY HAS BEEN INCLUDED IN ALL STAFF MEETINGS AS PARTICIPANT AND NOT AS NOTE-TAKER.

ALL SECRETARIES (MALE AND FEMALE) AS WELL AS THE MARINE GUARDS ARE INVITED TO ATTEND MEETINGS HELD BY THE EMBASSY WIVES.

5. RECOMMENDATION NO. 62:

SINCE THE REOPENING OF THIS POST IN JANUARY 1974, ALL PERSONNEL (MALE OR FEMALE, MARRIED OR SINGLE) HAVE BEEN GIVEN HEQUITABLE TREATMENT IN THE MATTER OF HOUSING AND FURNITURE. ALL APARTMENTS ARE COMFORTABLE WITH AT LEAST ONE GUEST ROOM AND ALL FURNITURE IS NEW AND IN MATCHED SETS.

6. RECOMMENDATION NO. 66:

DUTY SECRETARIES AT THIS POST ARE ON CALL EXCEPT FOR SHORT WHILE ON SATURDAY MORNING WHEN THEY MAY BE REQUIRED TO WORK FOR AMBASSADOR AND/OR DCM. THIS USUALLY INVOLVES ONLY THREE OR FOUR HOURS AND THEY ARE NOT REQUIRED TO COME IN UNLESS AMB AND/OR DCM WILL BE THERE. DURING THE PAST SIX MONTHS THERE HAVE BEEN VERY FEW "CALL INS" FOR DUTY SECRETARIES AND THESE WERE ALL FOR AN IMPORTANT REASON.  
MURPHYO

UNCLASSIFIED

NNN

## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 12 MAY 1975  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** n/a  
**Disposition Approved on Date:**  
**Disposition Authority:** n/a  
**Disposition Case Number:** n/a  
**Disposition Comment:**  
**Disposition Date:** 01 JAN 1960  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
**Disposition Remarks:**  
**Document Number:** 1975DAMASC01727  
**Document Source:** CORE  
**Document Unique ID:** 00  
**Drafter:** n/a  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** N/A  
**Film Number:** D750181-0853  
**From:** DAMASCUS  
**Handling Restrictions:** n/a  
**Image Path:**  
**ISecure:** 1  
**Legacy Key:** link1975/newtext/t19750558/aaaacarq.tel  
**Line Count:** 88  
**Locator:** TEXT ON-LINE, ON MICROFILM  
**Office:** ACTION PER  
**Original Classification:** UNCLASSIFIED  
**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
**Page Count:** 2  
**Previous Channel Indicators:** n/a  
**Previous Classification:** n/a  
**Previous Handling Restrictions:** n/a  
**Reference:** 75 A-2949, 75 2950, 75 2951, 75 2956, 75 2957, 75 2958  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** CunninFX  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 18 JUL 2003  
**Review Event:**  
**Review Exemptions:** n/a  
**Review History:** RELEASED <18 JUL 2003 by SilvaL0>; APPROVED <10 FEB 2004 by CunninFX>  
**Review Markings:**

Margaret P. Grafeld  
Declassified/Released  
US Department of State  
EO Systematic Review  
05 JUL 2006

**Review Media Identifier:**  
**Review Referrals:** n/a  
**Review Release Date:** n/a  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** IMPLEMENTATION OF SECRETARIAL TASK FORCE RECOMMENDATIONS  
**TAGS:** APER, SY  
**To:** STATE  
**Type:** TE  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 05 JUL 2006